

OLD #	Standard	ACADEMIC		
		AA		SPEAKING AND LISTENING
AB001	Apply verbal skills to obtain and convey information (e.g., ask relevant questions, interpret others nonverbal cues, give verbal directions, and defend ideas objectively)	AA	1	Utilize effective verbal and non-verbal communication skills
EA001	Demonstrate Impression Management soft skills (conversation, phone etiquette, interviewing, verbal/nonverbal)			
EE003	Develop effective communication skills that include active listening and nonverbal skills			
EE005	Evaluate written and spoken presentations analytically and critically	AA	2	Participate in conversation, discussion, and group presentations
		AA	3	Communicate and follow directions/procedures
		AA	4	Communicate effectively with customers and co-workers
		AB		READING AND WRITING
AB007	Apply research skills when gathering information (e.g., reliability, validity, credibility)	AB	1	Locate and interpret written information
AB006	Read to acquire meaning from written material and to apply the information to a task (e.g., extract relevant information from written materials)	AB	2	Read and interpret workplace documents
		AB	3	Identify relevant details, facts, and specifications
		AB	4	Record information accurately and completely
AB002	Record information to maintain and present business activity (e.g., utilize note taking strategies, organize information, and select and use appropriate graphic aids)	AB	5	Demonstrate competence in organizing, writing, and editing using correct vocabulary, spelling, grammar, and punctuation
AB003	Write internal and external technical communication to convey and obtain information effectively (professional e-mails, executive summaries, complex reports, and business plans)	AB	6	Demonstrate the ability to write clearly and concisely using industry specific terminology

AB004	Write with accuracy, brevity, and clarity using appropriate business terminology that recognizes and meets the audience needs			
		AC		CRITICAL THINKING AND PROBLEM SOLVING
AD002	Same Verbiage	AC	1	Utilize critical-thinking skills to determine best options/outcomes (e.g., analyze reliable/unreliable sources of information, use previous experiences, implement crisis management, develop contingency planning)
AD001	Analyze information in order to solve problems	AC	2	Utilize innovation and problem-solving skills to arrive at the best solution for current situation
AD003	Explain the need for innovative/creative skills			
AD005	Interpret, analyze, and synthesize information for use in decision making (e.g., newspapers, case studies, and career journals)			
OB001	Analyze possible outcomes of a decision			
		AD		MATHEMATICS
AA004	Compute mixed numbers, decimals, percentages, and fractions to determine the cost of a plan to promote products or services	AD	1	Perform basic and higher level math operations (e.g., addition, subtraction, multiplication, division, decimals, fractions, units of conversion, averaging, percentage, proportion, ratios)
		AD	2	Solve problems using measurement skills (e.g., distance, weight, area, volume)
		AD	3	Make reasonable estimates
AA002	Organize and display data using appropriate methods (spreadsheets, graphing calculator)	AD	4	Use tables, graphs, diagrams, and charts to obtain or convey information
AA003	Compute graphs from statistical data using appropriate software			
		AD	5	Use deductive reasoning and problem-solving in mathematics
		AE		FINANCIAL LITERACY
		AE	1	Locate, evaluate, and apply personal financial information
OG007	Prepare and analyze a budget as it is used for a decision-making tool	AE	2	Identify the components of a budget and how one is created
		AE	3	Set personal financial goals and develop a plan for achieving them
		AE	4	Use financial services effectively
		AE	5	Demonstrate ability to meet financial obligations
		AF		INTERNET USE AND SECURITY

		AF	1	Recognize the potential risks associated with Internet use
		AF	2	Identify and apply Internet security practices (e.g., password security, login, logout, log off, lock computer)
		AF	3	Practice safe, legal, and responsible use of technology in the workplace
		AG		INFORMATION TECHNOLOGY
AC002	Select and use appropriate technology to collect, analyze, and present information	AG	1	Use technology appropriately to enhance professional presentations
AC001	Apply proficient knowledge of using computer programs (e.g., word processor, spreadsheets, presentation, database)			
AC003	Use and apply technology skills regularly to prepare content assignments, solve problems, and generate authentic projects			
		AG	2	Demonstrate effective and appropriate use of social media
		AG	3	Identify ways social media can be used as marketing, advertising, and data gathering tools
		AH		TELECOMMUNICATIONS
		AH	1	Select and use appropriate devices, services, and applications to complete workplace tasks
EE006	Same Verbiage	AH	2	Demonstrate appropriate etiquette when using e-communications (e.g., cell phone, e-mail, personal digital assistants, online meetings, conference calls)
EG003	Demonstrate appropriate etiquette when using office technologies (email, phone, e-meetings, personal digital assistant, conference calls, and webcasts)			
		EMPLOYABILITY		
		EA		POSITIVE WORK ETHIC
EC006	Understand the importance of a positive attitude and impact of a negative attitude	EA	1	Demonstrate enthusiasm and confidence about work and learning new tasks
		EA	2	Demonstrate consistent and punctual attendance
		EA	3	Demonstrate initiative in assuming tasks
		EA	4	Exhibit dependability in the workplace
		EA	5	Take and provide direction in the workplace
		EA	6	Accept responsibility for personal decisions and actions
		EB		INTEGRITY
		EB	1	Abide by workplace policies and procedures

EB001	Demonstrate honesty and integrity (e.g., case studies, role play, class discussion, and ethical situations)	EB	2	Demonstrate honesty and reliability
		EB	3	Demonstrate ethical characteristics and behaviors
		EB	4	Maintain confidentiality and integrity of sensitive company information
		EB	5	Demonstrate loyalty to the company
		EC		SELF-REPRESENTATION
EG001	Demonstrate an understanding of appropriate workplace attire and its impact on an individual	EC	1	Demonstrate appropriate dress and hygiene in the workplace
EC002	Explain the importance of maintaining professionalism in work relationships	EC	2	Use language and manners suitable for the workplace
EG004	Understand the importance of soft skills and workplace manners (e.g., business protocol, organization hierarchy, respect)			
EA003	Understand techniques, strategies, and systems used to foster self-understanding and enhance relationships with others (emotional intelligence)	EC	3	Demonstrate polite and respectful behavior toward others
EC003	Describe appropriate employer and employee interactions in workplace situations			
EA005	Understand the importance of accepting personal responsibility	EC	4	Demonstrate personal accountability in the workplace
EB003	Describe appropriate time-management techniques and their application in the workplace			
		EC	5	Demonstrate pride in work
		ED		TIME, TASK, AND RESOURCE MANAGEMENT
		ED	1	Plan and follow a work schedule
EA006	Define, prioritize, and complete tasks without direct supervision	ED	2	Work with minimal supervision
		ED	3	Work within budgetary constraints
EB002	Describe techniques for demonstrating personal accountability and work productivity	ED	4	Demonstrates ability to stay on task to produce high quality deliverables on time
		EE		DIVERSITY AWARENESS

		EE	1	Recognizes diversity, discrimination, harassment, and equity
EC001	Identify appropriate interpersonal skills for working with and for others (e.g., workplace dynamic)	EE	2	Works well with all customers and co-workers
		EE	3	Explain the benefits of diversity within the workplace
		EE	4	Explain the importance of respect for feelings, values, and beliefs of others
ED001	Explain the importance of respect for feelings, values, and beliefs of others	EE	4	Explain the importance of respect for feelings, values, and beliefs of others
EG002	Develop an awareness of culturally diverse workplace etiquette (gift giving, dining, greetings, and meeting customs)			
ED002	Same Verbiage	EE	5	Identify strategies to bridge cultural/generational differences and use differing perspectives to increase overall quality of work
ED003	Same Verbiage	EE	6	Illustrate techniques for eliminating gender bias and stereotyping in the workplace
ED004	Same Verbiage	EE	7	Identify ways tasks can be structured to accommodate the diverse needs of workers
		EE	8	Recognize the challenges and advantages of a global workforce
		EF		TEAMWORK
		EF	1	Recognize the characteristics of a team environment and conventional workplace
EC007	Assume shared responsibility for collaborative work	EF	2	Contribute to the success of the team
EC004	Understand the importance of effective team skills (e.g., setting goals, listening, following directions, questioning, and dividing work) and evaluate their importance in the workplace	EF	3	Demonstrate effective team skills and evaluate their importance in the workplace (e.g., setting goals, listening, following directions, questioning, dividing work)
		EG		CREATIVITY AND RESOURCEFULNESS
		EG	1	Contribute new ideas
		EG	2	Stimulate ideas by posing questions
		EG	3	Value varying ideas and opinions
		EG	4	Locate and verify information
		EH		CONFLICT RESOLUTION
EC005	Same Verbiage	EH	1	Identify conflict resolution skills to enhance productivity and improve workplace relationships
		EH	2	Implement conflict resolution strategies and problem-solving skills
		EH	3	Explain the use of documentation and it's role as a component of conflict resolution
		EI		CUSTOMER/CLIENT SERVICE
		EI	1	Recognize the importance of and demonstrate how to properly acknowledge customers/clients
		EI	2	Identify and address needs of customers/clients
		EI	3	Provide helpful, courteous, and knowledgeable service

EE001	Determine the appropriate mode of communication (e.g., print, electronic, and face-to-face) for various workplace communications	EI	4	Identify appropriate channels of communication with customers/clients (e.g., phone call, face-to-face, e-mail, website)
		EI	5	Identify techniques to seek and use customer/client feedback to improve company services
		EI	6	Recognize the relationship between customer/client satisfaction and company success
		EJ		ORGANIZATIONS, SYSTEMS, AND CLIMATES
		EJ	1	Define profit and evaluate the cost of conducting business
		EJ	2	Identify "big picture" issues in conducting business
		EJ	3	Identify role in fulfilling the mission of the workplace
		EJ	4	Identify the rights of workers (e.g., adult and child labor laws and other equal employment opportunity laws)
		EJ	5	Recognize the chain of command, organizational flow chart system, and hierarchy of management within an organization
		EK		JOB ACQUISITION AND ADVANCEMENT
		EK	1	Recognize the importance of maintaining a job and pursuing a career
		EK	2	Define jobs associated with a specific career path or profession
EF001	Demonstrate initiative to advance toward professional level	EK	3	Identify and seek various job opportunities (e.g., volunteerism, internships, co-op, part-time/full-time employment)
AC004	Create professional electronic products (e.g., resumes, letter of applications, portfolios) for employment and post-secondary education	EK	4	Prepare a resume, letter of application, and job application
		EK	5	Prepare for a job interview (e.g., research company, highlight personal strengths, prepare questions, set-up a mock interview, dress appropriately)
		EK	6	Participate in a job interview
		EK	7	Explain the proper procedure for leaving a job
		EL		LIFELONG LEARNING
AB005	Utilize technical reading resources (e.g., Business Week, Wall Street Journal, Entrepreneur, and various types of business strategy books)	EL	1	Acquire current and emerging industry-related information
EA004	Describe the advantages and disadvantages of networking to achieve personal goals	EL	2	Demonstrate commitment to learning as a life-long process and recognize learning opportunities
EF002	Same Verbiage			

OC008	Identify avenues for professional growth (e.g., work experience, service learning, shadowing, observation, seminars, coursework, publications)	EL	3	Seek and capitalize on self-improvement opportunities
EF004	Same Verbiage	EL	4	Discuss the importance of flexible career planning and career self-management
EF006	Same Verbiage	EL	5	Employ leadership skills to achieve workplace objectives (e.g., personal vision, adaptability, change, shared vision)
EF008	Same Verbiage	EL	6	Recognize the importance of job performance evaluation and coaching as it relates to career advancement
EE004	Develop skills to give and receive constructive criticism	EL	7	Accept and provide constructive criticism
EF005	Same Verbiage	EL	8	Describe the impact of the global economy on jobs and careers
		EM		JOB SPECIFIC TECHNOLOGIES
		EM	1	Identify the value of new technologies and their impact on driving continuous change and the need for life-long learning
EF007	Identify career opportunities resulting from emerging technologies	EM	2	Research and identify emerging technologies for specific careers
		EM	3	Select appropriate technological resources to accomplish work
		EN		HEALTH AND SAFETY
		EN	1	Assume responsibility for safety of self and others
		EN	2	Follow safety guidelines in the workplace
EA002	Identify stressors in personal life and determine appropriate reactions to stressors as it relates to the job performance (e.g., family dynamic changes, relationships, addiction, and illness)	EN	3	Manage personal health and wellness
EF003	Discuss how health, motivation, and physical fitness affect performance			
		OCCUPATIONAL		
		OA		FINANCIAL DECISION MAKING
AA001	Same Verbiage	OA	1	Calculate and project wages and earnings
AA005	Same Verbiage	OA	2	Calculate, interpret, and evaluate data provided in order to estimate outcomes in preparing financial forecasts (i.e., business plan projections)
AA006	Same Verbiage	OA	3	Calculate and analyze percentages and ratios to estimate start-up costs and projected costs
AA007	Same Verbiage	OA	4	Use a variety of strategies to select appropriate accounting procedures
OG001	Same Verbiage	OA	5	Analyze financial data influenced by internal and external factors in order to make short-term and long-term decisions
OG002	Same Verbiage	OA	6	Describe the purpose of financial statements

OG003	Same Verbiage	OA	7	Interpret the data shown on financial statements (e.g., income statements, balance sheet, cash flow statement, and statement of net worth)
OG004	Same Verbiage	OA	8	Develop short-term and long-term financial needs of a business
OG005	Same Verbiage	OA	9	Identify financial risks to business
OG006	Same Verbiage	OA	10	Identify ways to minimize and manage financial risk
		OB		BUSINESS ORGANIZATIONS
OA001	Same Verbiage	OB	1	Compare forms of business ownership
OA002	Same Verbiage	OB	2	Describe types of organizational structures and management levels
OA003	Same Verbiage	OB	3	Identify the factors that influence an organization's structure
OA004	Same Verbiage	OB	4	Construct an organizational chart
		OC		BUSINESS FUNCTIONS
OB002	Same Verbiage	OC	1	Discuss the importance of vision, mission, goals, and objectives within the context of the business environment
OB003	Same Verbiage	OC	2	Discuss characteristics of effective and ineffective leaders
OB004	Same Verbiage	OC	3	Differentiate between leading and managing
OB005	Same Verbiage	OC	4	Compare and contrast leadership styles
OB006	Same Verbiage	OC	5	Demonstrate an understanding of the four functions of management: planning, organizing, leading, and controlling
OB007	Same Verbiage	OC	6	Identify and discuss management theories (e.g., scientific management, human needs, behavioral managements)
		OD		BUSINESS MANAGEMENT SKILLS
OC001	Same Verbiage	OD	1	Design and implement a time-management schedule as a result of a time-management analysis
OC002	Same Verbiage	OD	2	Evaluate and modify a time-management plan
OC003	Same Verbiage	OD	3	Identify positive and negative stressors in the business environment
OC004	Same Verbiage	OD	4	Determine appropriate reactions to stressors in the business environment
OC005	Same Verbiage	OD	5	Recognize the benefits of motivational stress (e.g., deadlines, incentives, competition)
OC006	Same Verbiage	OD	6	Identify available resources internally and externally for making professional contacts
OC007	Same Verbiage	OD	7	Describe why different managerial styles can be equally successful
		OE		HUMAN RESOURCE MANAGEMENT
OE001	Same Verbiage	OE	1	Analyze how the impact of human resource activities help organizations to achieve their goals
OE002	Same Verbiage	OE	2	Analyze the impact of outsourcing on businesses
OE003	Same Verbiage	OE	3	Explain why orientation and training are necessary for successful employee performance
OE004	Same Verbiage	OE	4	Identify selection tools and determine why they are used (e.g., interviews, tests, reference checks)
OE005	Same Verbiage	OE	5	Identify legislation (e.g., civil rights, right to privacy, ADA) affecting personnel practices (e.g., compensation, promotion, recruitment, selection, termination, training / development)
OE006	Same Verbiage	OE	6	Describe criteria of an employee evaluation
OE007	Same Verbiage	OE	7	Identify the impact of performance appraisals on employees and organizations
OE008	Same Verbiage	OE	8	Compare compensation plans, benefit packages, and incentive programs available to employees

OE009	Same Verbiage	OE	9	Analyze an employment contract
OE010	Same Verbiage	OE	10	Develop awareness of employee assistance programs (e.g., substance abuse, wellness, financial assistance, legal, referrals, counseling)
OE011	Same Verbiage	OE	11	Describe legal reasons for terminating employees (e.g., employment at will, embezzlement, violation of company policy)
OE012	Same Verbiage	OE	12	Develop an understanding of a business's responsibility to know, abide by, and enforce laws and regulations that affect business operations and transactions (anti-trust laws, organized labor, regulatory agencies)
		OF		INDUSTRY ANALYSIS
OF001	Same Verbiage	OF	1	Analyze a business organization's competitive position within the industry
OF002	Same Verbiage	OF	2	Describe ways to increase market share
OF003	Same Verbiage	OF	3	Compare various forms of competition (i.e., pure competition, monopolistic competition, oligopoly, monopoly)
OF004	Same Verbiage	OF	4	Discuss the importance of benchmarking in the workplace (i.e., use a desirable business comparison in the industry as a growth objective)
OF005	Same Verbiage	OF	5	Utilize SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis with case studies/business plan
OF006	Same Verbiage	OF	6	Identify internal and external data sources and explain how businesses use them
OF007	Same Verbiage	OF	7	Recognize the impact of economics
OF008	Same Verbiage	OF	8	Understand the economic principles and concepts fundamental to business operations (e.g., entrepreneurship, scarcity, cost of inputs, opportunity costs)
OF009	Same Verbiage	OF	9	Discuss and compare various types of economies (i.e., traditional, command, market, mixed)
OF010	Same Verbiage	OF	10	Understand business supply and demand
		OG		OPERATIONS MANAGEMENT
OH001	Same Verbiage	OG	1	Explain the coordination/allocation of the factors of production
OH002	Same Verbiage	OG	2	Explain the concept of quality management
OH003	Same Verbiage	OG	3	Evaluate a product design (i.e., product development)
OH004	Same Verbiage	OG	4	Identify factors (e.g., purchasing, routing, scheduling, inventory control, staffing) used in production scheduling
OH005	Same Verbiage	OG	5	Recognize factors considered when selecting suppliers (e.g., quality, price, reliable delivery)
OH006	Same Verbiage	OG	6	Discuss methods of inventory control (i.e., LIFO and FIFO)
		OH		GLOBAL PERSPECTIVES
OI002	Same Verbiage	OH	1	Recognize the legal issues related to managing a business in the global environment
OI003	Same Verbiage	OH	2	Describe global economic factors
OI004	Same Verbiage	OH	3	Examine issues of corporate culture and managing in the global environment
OI005	Same Verbiage	OH	4	Define examples of global involvement (e.g., licensing, joint ventures, exporting, importing, franchising, direct investment, global outsourcing)
OI006	Same Verbiage	OH	5	Understand government/legal activities that affect global trade to make business decisions
		OI		PUBLIC POLICY

OJ001	Same Verbiage	OI	1	Explain the relationship between ethics and governmental regulations
OJ002	Same Verbiage	OI	2	Recognize types of taxation assessed to businesses
		OJ		MARKETING TECHNIQUES
OK001	Same Verbiage	OJ	1	Perform a market research experiment
OK002	Same Verbiage	OJ	2	Develop a marketing mix plan (i.e., product, price, place, promotion) for a business
OK003	Same Verbiage	OJ	3	Analyze a target market for business/case studies
OK004	Same Verbiage	OJ	4	Describe the nine functions of marketing (i.e., purchasing, selling, pricing, product planning, marketing information management, promotion, financing, distribution, risk management)
OK005	Same Verbiage	OJ	5	Demonstrate understanding of strengths and weaknesses of e-business
		OK		BUSINESS PLANNING
OL001	Same Verbiage	OK	1	Review and evaluate a sample business plan
OL002	Same Verbiage	OK	2	Create a business plan (e.g., executive summary, industry analysis, company description, products and services description, market description, marketing strategy, operations description, staffing description, financial projection, capital needs, milestones)